

Pre-Cats: Guidelines for Adding and Maintaining Brief Title Records to the PINES Database

If a patron finds a book on the shelf that is not in the PINES database, Evergreen has a method to allow staff to create a temporary record for the item so that the patron can leave the library with the item. The creation of non-cataloged circulation records (pre-cats) occurs at the time of circulation and are more like place holders and do not display in the patron OPAC and have limited display in the staff client. They should be routed to cataloging for resolution at Check In.

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